Notes from SAM Refresher Training
November 1, 2006

Open discussion:

Q: DMV – When I save and schedule a standard report under My Favorites, when I run it again, it always gives me the time frame of my original request?
A: You need to verify that the time frame you have specified is one of the Quick Selects which usually are Current Month, Last Cycle, etc. Then no matter when you run it, it will run for the period identified in your Quick Select.

Q: VCU – When I go under Administration, Cardholder, I can't see the accounting code defaults? Where do I see that?
A: Since VCU has their own database, GE is contacting them directly.

Q: VDEM – When you go to NetService how do I cancel a card?
A: You select Maintain Account status and choose no longer with company to permanently cancel the card.

Q: DMV – In SAM, under Admin Cardholder, where does it show Transaction limit for that cardholder?
A: In the demographics listed in the bottom half of the screen, its listed as Max Purchase Amount.

Q: SVHEC – How do I get to the DMBE report?
A: If you refer to the CD passed out at training, there is a PowerPoint presentation which walks you through how to run the report.

Q: – DMBE report currently only shows the one designation that they are certified by. Are there any plans on modifying that to list the two certifications that a vendor could possibly be certified as?
A: DOA asked DMBE if they would be modifying the report to show the 2 certifications if it applied to a vendor and they stated no they are not.

Q: DRS – On the DMBE report it shows grand total for the DMBE SWAM certified data but we are required by our Secretariat to provide the total volume of spend. Can this be added?
A: As stated previously, DMBE is not changing the report at this time. We will be modifying it to list the cardholder's name next to each transaction. To get your total volume you can run a report in SAM which will give you that information to provide.

Q: SVHEC – Where do we go to find Secondary Name for 1099 query?
A: It's under Admin, Cardholder in the bottom half of the screen but you can refer to the 1099 Query PowerPoint which walks you through getting this information.

Q: – How do I get the 1099 Query presentation?
A: You can email cca@doa.virginia.gov to request the presentation and it will be emailed to you.

Q: VCU – Last year our secondary name was wrong. Is that still the case?
A: That issue was resolved last year and you should run a query in SAM to verify that all new cards are correct. If there are some not correct, let DOA know and they will get them corrected. The 1099 Query is set up in the main Virginia database.

Q: VCU – Is there any limit to the number of saved queries and reports you can have? Also any time limit on how long you can save them?
A: No there is no limit to the quantity or the time limit.

REMINDER:

November's PA Call is November 8th at 10am

December's SAM Refresher Training is December 6th at 10am